



THE WORKMEN'S
COMPENSATION ACT
ALBERTA



FIRST AID REGULATIONS

ALBERTA REGULATION 413/66



EFFECTIVE DECEMBER 1, 1966



THE WORKMEN'S COMPENSATION BOARD
EDMONTON, ALBERTA

THE WORKMEN'S COMPENSATION ACT

FIRST AID REQUIREMENTS

The Workmen's Compensation Board of Alberta requires employers to provide and maintain first aid appliances and services as directed under:

Section 54 (8) Every employer shall, at his own expense, furnish to any workman injured in his employment who is in need of it, immediate conveyance and transportation to a hospital or to a physician or to the workman's home or to such other place as, in the opinion of the Board, the condition of the workman requires him to be sent, and any employer failing to do so is liable by order of the Board to pay for such conveyance and transportation as is procured by the workman or by anyone for him, or as is provided by the Board.

Section 56 (1) Employers, whenever required by the Board to do so, shall at their own expense, install, maintain and provide such first aid appliances and service as the Board may direct, and after having done so shall advise the Board accordingly.

- (2) Every employer shall keep in a book provided and kept for that purpose only, a record of all cases in which first aid treatment has been given to a workman for or in respect of any injuries suffered by him.
- (3) Such record shall set out the name of the workman, the nature of the injuries, the date they were suffered, the date they were treated, the nature of the treatment, and with the name and address of the person giving the treatment.
- (4) Every such book shall be open at any and all times to inspection by the Board or any member or representative thereof or by an injured workman concerned or by his representative.

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**Every Supervisor and Workman should know the
Accident Prevention Regulations pertaining
to his job.**

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BASIC RULES FOR EMERGENCY TREATMENT

AVOID EXCITEMENT OR PANIC.

IF IMMEDIATE ACTION IS NECESSARY TO SAVE A LIFE (ARTIFICIAL RESPIRATION, CONTROL OF BLEEDING, ETC.), GIVE THE PROPER TREATMENT WITHOUT DELAY.

MAKE A CAREFUL EXAMINATION OF THE PATIENT.

NEVER MOVE A BADLY INJURED PERSON UNLESS IT IS NECESSARY TO GET HIM TO FRESH AIR, OR TO PROTECT HIM FROM DANGER.

SEND FOR A DOCTOR AT ONCE.

SEND FOR THE POLICE, FIRE DEPARTMENT OR AMBULANCE, IF THEY ARE NEEDED.

GIVE PROPER FIRST AID IN THE FOLLOWING ORDER (THE FIRST THREE ARE OFTEN CALLED "THE KILLER FUNDAMENTALS"):

ARTIFICIAL RESPIRATION

CONTROL OF BLEEDING

PHYSICAL SHOCK

OPEN WOUNDS AND BURNS

FRACTURES

TRANSPORTATION

THE WORKMEN'S COMPENSATION BOARD

FIRST AID REGULATIONS

APPLICATION

- 01.00 These regulations apply to all industries to which "The Workmen's Compensation Act" applies.

INTERPRETATION

- 01.02 In these regulations the terms, expressions, and words used shall be given the meaning commonly given to them in the industries to which these regulations apply, but without affecting the generality of the foregoing:

- (1) "Act" means "The Workmen's Compensation Act".
- (2) "Approved" means approved by a recognized testing agency or authority for use under existing conditions or by the Board.
- (3) "Board" means The Workmen's Compensation Board.
- (4) "Employer" means every person, firm, association, body or corporation having, or deemed by the Board or by this Act to have, in his or its service, one or more workmen.
- (5) "Kit" means an approved container with approved first aid supplies.
- (6) "First Aid Attendant" means a workman who is the holder in good standing of a St. John Ambulance First Aid Medallion or better, or its equivalent satisfactory to the Board and who knows fully the requirement of the Board's First Aid Regulations.
- (7) "Nurse" means a graduate of a School of Nursing who has qualifications acceptable to the Board and who knows fully the requirements of the Board's First Aid Regulations.
- (8) "Place of Employment" means the site at which workmen are performing work for an employer and includes trucks and automobiles being used for the purposes of an employer's business.
- (9) "Prime Contractor" means an employer who has undertaken the responsibility for the completion of a project, or a portion thereof and with whom any other employer has entered into a contract to perform work on the project.

RESPONSIBILITY OF EMPLOYER

- 01.04 Every employer, at his own expense, shall provide and maintain the first aid supplies and services required by these regulations.
- 01.06 For the purposes of these regulations, all workmen shall be included as workmen of the prime contractor in determining the total number of workmen employed at any place of employment and the prime contractor shall ensure that the first aid supplies and services required by these regulations are provided and maintained.
- 01.08 The seating capacity shall determine the first aid supplies and services required on any vehicle, boat or aircraft being used to transport workmen.

RESPONSIBILITY OF WORKMEN

- 01.10 A workman, upon sustaining an injury, shall immediately avail himself of the first aid supplies and services provided by the employer.

GENERAL REQUIREMENTS

- 01.12 First aid supplies and services shall be located in convenient proximity to the working areas which they are to serve and shall be readily available during all working hours.
- 01.14 Signs showing the location of the first aid supplies and services shall be posted in conspicuous places in the working areas.
- 01.16 First aid supplies and equipment shall be kept clean and dry.
- 01.18 Where these regulations require the employment of a first aid attendant, he shall be readily available at all times and any other duties he may be required to perform shall be of such a nature as to permit him to keep clean.
- 01.20 The conveyance and transportation required to be furnished by an employer pursuant to Section 54 (8) of The Workmen's Compensation Act shall include protection for the workman against the elements and in cases where a stretcher is needed the means of transportation shall be of sufficient size to accommodate the stretcher.
- 01.22 Whenever possible any seriously injured workmen or any stretcher case, while being transported, shall be accompanied by at least one person other than the driver of the means of transportation used.

01.24 Commencing one year from the effective date of these regulations, where there are more than five workmen at a place of employment which is more than five transportation miles from a physician or hospital, at least one workman on every shift shall have first aid qualifications satisfactory to the Board.

01.26 In burn cases, ointments, salves, lotions or sprays shall not be used without a directive by a medical doctor stating the type and proper method of use.

01.28 In a first aid room, the first aid attendant or nurse shall wear a disposable face mask when treating any injury presenting a high risk of infection from breath contact.

01.30 Where these regulations require a first aid room, its minimum floor dimensions shall be eight feet by twelve feet and the entrance shall be large enough to permit convenient passage of a stretcher case.

The first aid room shall be:

- (1) painted and kept clean and sanitary,
- (2) provided with adequate lighting, heating and ventilation,
- (3) under the supervision of a first aid attendant or nurse,
- (4) available to injured workmen during all working hours,
- (5) used only for the purpose of administering first aid, and
- (6) provided with telephone or similar means of communication between work areas and other central points.

01.32 At every place of employment, where there are more than fifteen workmen, a stretcher, blankets and splints shall be provided and maintained in good condition.

01.34 The Board may direct or approve any addition to, reduction of, or variation in the first aid services, requirements and supplies herein prescribed and it may in any case prescribe such first aid services, requirements and supplies as it deems necessary.

FIRST AID REQUIREMENTS KIT No. 1

02.00 Where there is only one workman at a place of employment, there shall be at least a No. 1 First Aid Kit.

For the purposes of these regulations, a No. 1 First Aid Kit shall contain:

EQUIPMENT

- 12 safety pins
- 1 splinter tweezers, blunt nose

DRESSINGS—(Each item to be individually wrapped to maintain sterility)

- 1 sterile gauze compress, one yard square
- 1 sterile bandage compress, four-inch by four-inch
- 16 sterile adhesive dressings, one inch wide
- 4 sterile pads, three-inch by three-inch

BANDAGES

- 1 forty-inch triangular bandage
- 2 roller bandages, two-inch by six-yard

ANTISEPTIC

An approved antiseptic

FIRST AID REQUIREMENTS KIT No. 2

- 02.02 Where there are more than one and less than ten workmen at a place of employment, there shall be at least a No. 2 First Aid Kit.

For the purposes of these regulations, a No. 2 First Aid Kit shall contain:

EQUIPMENT

First Aid Manual, current edition

First Aid Record Book

12 safety pins

1 splinter tweezers, blunt nose

1 pair scissors, four-inch

DRESSINGS—(Each item to be individually wrapped to maintain sterility)

2 sterile bandage compresses, four-inch by four-inch

8 sterile pads, three-inch by three-inch

32 sterile adhesive dressings, one inch wide

2 sterile gauze compresses, one yard square

BANDAGES

1 forty-inch triangular bandage

2 roller bandages, two-inch by six-yard

ANTISEPTIC

An approved antiseptic

FIRST AID REQUIREMENTS KIT No. 3

02.04 Where there are more than nine and less than fifty workmen at a place of employment, there shall be at least a No. 3 First Aid Kit.

For the purposes of these regulations, a No. 3 First Aid Kit shall contain:

EQUIPMENT

First Aid Manual, current edition

First Aid Record Book

12 safety pins

1 splinter tweezers, blunt nose

1 pair scissors, four-inch

DRESSINGS—(Each item to be individually wrapped to maintain sterility)

3 sterile bandage compresses, four-inch by four-inch

16 sterile pads, three-inch by three-inch

32 sterile adhesive dressings, one inch wide

2 sterile gauze compresses, one yard square

BANDAGES

3 forty-inch triangular bandages

2 roller bandages, two-inch by six-yard

2 rolls of adhesive tape, one-inch by two-and-one-half-yard

5 yards tubular finger bandage with applicator

ANTISEPTICS

An approved antiseptic

02.06 WHERE THERE ARE MORE THAN FORTY-NINE WORKMEN AT A PLACE OF EMPLOYMENT, THERE SHALL BE A No. 3 FIRST AID KIT, WITH AN INCREASE IN THE SUPPLY OF DRESSINGS, BANDAGES AND ANTISEPTICS PROPORTIONATE TO THE ADDITIONAL NUMBER OF WORKMEN IN EXCESS OF FORTY-NINE.

FIRST AID ROOM

- 02.08 Where there are one hundred or more workmen at a place of employment, the employer, unless exempted by the Board, shall provide a first aid room.
- 02.10 For the purposes of these regulations, a first aid room shall be equipped with and contain:

FURNISHINGS

Hot and cold water

Permanent sink installations (knee or elbow controls preferred)

- 1 refuse pail with cover
- 1 treatment chair with arm rests
- 1 bed with pillows, sheets and blankets, the whole to be covered with a plastic sheet
- 1 cabinet suitable for storing dressings and instruments

EQUIPMENT

- 1 First Aid Manual, current edition
- 1 First Aid Record Book
- 1 pair bandage scissors, six inch
- 1 dressing forceps
- 1 splinter forceps, blunt nose
- 3 dozen safety pins, assorted
- 2 wash basins, preferably stainless steel
- 1 nail brush
- 1 package paper towels
- 1 package of disposable paper cups
- 1 eye lamp
- 1 cold sterilizer or equivalent, with a supply of non-rusting germicidal solution to keep instruments sterile
- 1 kidney basin, preferably stainless steel
- 1 carrying stretcher with three blankets
- 1 set wooden splints, assorted sizes
- 3 metallic splints, X-ray transparent or equivalent
- 1 Emergency First Aid Kit and flashlight for use outside the first aid room at the scene of the accident

Such other supplies, in addition to those required under Section 02.06 of these regulations, as the first aid attendant or nurse in consultation with a physician deems necessary.

AUTHORITY OF INSPECTORS

03.00 Where, in the making of an inspection, an inspector observes

- (1) the use or apparent use of unsafe equipment, materials or tools,
- (2) the unsafe or improper use of equipment, materials or tools, or
- (3) unsafe working conditions,

he may issue an order requiring the employer or supervisor to make such changes, improvements or repairs as may be necessary to remove hazards to workmen or to reduce the possibility of accidents.

SCOPE OF REGULATIONS

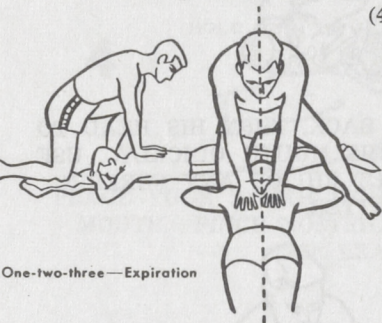
03.02 Except where specifically provided otherwise herein, all other safety regulations of the Board and all other directions governing the safety of a workman, a person or property, as set out in any Act of Canada or of the Province of Alberta or in any regulations made under authority of such an Act, shall apply mutatis mutandis to every employer or workman engaged in any activity carried on in connection with or relating to matters governed by these regulations.

03.04 In these regulations wherever the terms "shall provide," "shall supply," "shall make available" or similar terms are used with reference to personal protective equipment, such terms shall be construed to mean that the employer shall have on the job site for use by a workman the required items, subject to such terms of security or deposit furnished by said workman against breakage or damage, ordinary wear and tear excepted, as the employer may determine, unless the context of these regulations expressly directs otherwise.

ARTIFICIAL RESPIRATION

THE HOLGER NIELSEN METHOD

- (1) Quickly examine the mouth for dentures, foreign bodies, mud, sand, etc., and remove any such obstruction.
- (2) With patient in prone position—support head on patient's hands and see that chin is pulled well forward and mouth clear of ground.
- (3) Place hands on patient's back, palms on shoulder blades, thumbs on back bone and fingers pointing towards patient's feet.

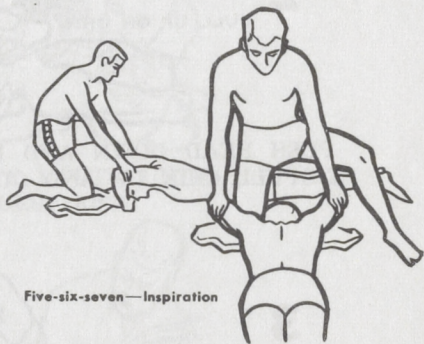


One-two-three—Expiration

- (4) EXPIRATION—Rock forward with arms held straight until they are vertical, meanwhile exerting a smooth, gentle, evenly increasing downward pressure on patient's back. This movement takes about $2\frac{1}{2}$ seconds and is undertaken while counting "one-two-three". The pressure is light and gentle, corresponding to a weight of 24 to 30

pounds for an adult, 12 to 14 pounds for children and slender women.

- (5) INSPIRATION — On count of four, rock backward, releasing pressure and with arms straight let the hands slide from the patient's shoulders down to his upper arms, just above the elbow, grasp the arms firmly and continue to rock backwards and exert a steady forward and pulling motion on the arms, counting "five-six-seven".



Five-six-seven—Inspiration

On the count of eight, lower patient's arms to the ground and move hands to the starting position. The cycle should be completed about twelve times per minute.

The forward pulling motion serves to relieve patient's chest of the weight of his trunk. The motion must be rhythmic, gentle, rocking, rolling, corresponding to the rhythm of a metronome.

The trunk should not be raised clear of ground and position of forehead on the hands should not be disturbed.

MOUTH TO MOUTH RESCUE BREATHING

1



PLACE VICTIM ON HIS BACK, TURN HIS HEAD TO THE SIDE, WIPE OUT HIS MOUTH QUICKLY. USE YOUR FINGERS TO GET RID OF ANY FOREIGN MATTER.

2



PUSH HEAD DOWN AND BACK WITH ONE HAND. PULL CHIN UP AND OUT WITH THE OTHER.

3



THIS IS HOW THE AIR PASSAGES LOOK AFTER STEP 2. THE HEAD AND THROAT ARE NOW IN CORRECT POSITION FOR RESCUE BREATHING.

**ARTIFICIAL RESPIRATION
SHOULD BE COMMENCED IMMEDIATELY
SHOULD BE CONTINUED
UNTIL VICTIM BREATHES FOR HIMSELF
OR DOCTOR TAKES OVER**

4

HOLD CHIN UP

**PINCH
NOSE
SHUT**

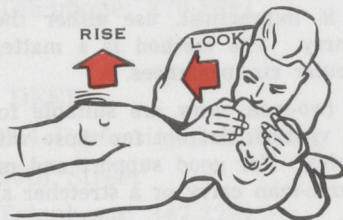


**PLACE YOUR MOUTH TIGHTLY OVER THE VICTIM'S
MOUTH. PINCH NOSTRILS CLOSED TO PREVENT
AIR LEAKAGE.**

5

RISE

LOOK



**BREATHE INTO VICTIM'S MOUTH UNTIL YOU SEE
HIS CHEST RISE.**

6

FALL



**REMOVE YOUR MOUTH FROM THE VICTIM'S TO
ALLOW HIS BREATH TO BE EXHALED.
COUNT THREE AND REPEAT.**

TRANSPORTATION

The objective is to prevent unnecessary movement or disturbance during emergency treatment, and to avoid twisting, bending or shaking the patient being transported.

Expert first aid is of limited value if improper handling adds to the severity of the original injuries or increases shock. Never move a patient until a careful examination has been made and proper first aid administered (bleeding controlled, wounds dressed and fractures splinted).

With injuries known to be minor, assistance can be given by placing an arm around the victim's waist and by placing his arm around your neck.

With severe injuries, stretcher transportation is vital.

If a victim must be moved from a danger area, he should be pulled in the direction of the long axis of his body, not sideways. The danger is less if a blanket or skid can be placed beneath him as he is pulled to safety.

To move a person out of a confined or narrow space where a stretcher is impractical, use either the one, two or three-man carry. The method is a matter of judgment in the particular circumstances.

The one or two-man carry are suitable for asphyxiation or drowning victims, but not for those with fractures or serious injuries. For good support and minimum movement, the three-man carry or a stretcher should be used.

If a standard stretcher is not available, one may be improvised of stout poles or pipes, clothing and blankets.

Drive slowly and observe traffic regulations. Many injuries are complicated by haste and rough riding—or a traffic accident enroute.

If no suitable means of transporting the victim is available, care for him right where he is until help can be obtained.

The Workmen's Compensation Board has an active Accident Prevention Department which would be glad to give you any assistance it could in connection with your accident prevention program. The Accident Prevention Department may be contacted at any time at the Board offices in:

EDMONTON

10048 - 101A Avenue

Telephone: 422-7151

CALGARY

132 - 16 Avenue N.E.

Telephone: 276-3381

RED DEER

204 Professional Building

50th Street

Telephone: 347-2291

LETHBRIDGE

122 - 8 Street South

Telephone: 328-2040

GRANDE PRAIRIE

9905 - 101 Avenue

Telephone: 532-7751

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